

Henry B. Milnes School

8-01 Philip Street, Fair Lawn, NJ

201-794-5550

201-791-4608 (fax)

“Where Heroes Are Born”



Student/Parent Handbook

2020-2021

Dear Parents,

The enclosed information has been prepared to acquaint you with the operation of our school, which should be helpful during the school year. Included are copies of school's regulations and other information with which we hope you will become familiar. After you have reviewed the material, please keep it in a convenient place so you can refer to it from time to time.

As we begin the school year, please remember Milnes is *your* school and we welcome your involvement. You are encouraged to play an active role in your child's education both at home and in school. Learn as much as you can about our curricula, our programs, and the activities that your children experience throughout the day. Please continue to maintain contact with teachers and staff members to establish a successful home/school connection. We ask for your support and help. The school and home must work together to provide maximum opportunities for growth and development of your child.

Your participation in various school activities such as, Back to School Night, and parent/teacher conferences, along with involvement through the P.T.A. impact the success of all children and offer opportunities for friendships to form.

Last but not least, the Milnes School Main Office is open from 8 AM to 4 PM each day. Please feel free to call us with any questions or concerns regarding your child.

Stephanie Primavera
Principal

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District Directory

***FAIR LAWN BOARD OF EDUCATION
EDISON SCHOOL 37-01 FAIR LAWN AVENUE
FAIR LAWN, NJ 07410***

Superintendent of Schools	Mr. Nicholas Norcia (201) 794-5500 nnorcia@fairlawnschools.org
Assistant Superintendent of Schools	Dr. Natalie Lacatena (201) 794-5500 nlacatena@fairlawnschools.org
Business Administrator	Ms. Brooke Bartley (201) 794-5500 bbartley@fairlawnschools.org
Board of Education	Edison School (201) 794-5500

H.B. Milnes School 2020-21

Principal

Mrs. Stephanie Primavera
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Secretary to the Principal

Mrs. Jacky Piccininni
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Administrative Assistants

Mrs. Luanne Szwest
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&

Mrs. Terri Tsinkelis
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School Nurse

Mrs. Susan Niemiec
sniemiec@fairlawnschools.org

Custodial Staff

Aramark

Food Services

Aramark

Teaching/Support Staff

www.milnes.fairlawnschools.org

to obtain STAFF email addresses

Mission, Vision and Values

Mission

H.B. Milnes Elementary School is committed to ensuring that each student is given the opportunity to achieve academic and social success at the highest level. As an academically, culturally, and socially diverse learning community, we provide an instructional environment that is both supportive and challenging, and is differentiated to meet the needs of each student.

Vision

The vision of H.B. Milnes Elementary School is to foster a positive, nurturing learning environment in which children look forward to coming to school each day. Our students will develop skills and strategies to support their growth and success, as they strive to meet the challenges of the 21st century. Regardless of gender, race, ethnicity, disability, socioeconomic status or religion, all students will be prepared to embrace their future academic endeavors and take responsibility for their learning.

Values

- *Uphold high expectations
- *Promote a safe, supportive, and respectful environment for self and others
- *Model and expect trustworthiness, respect, responsibility, fairness, caring, and citizenship
- *Foster positive student, staff, family, and community relationships
- *Appreciate and celebrate the diversity of cultures and creativity in the arts
- *Support extracurricular activities
- *Emphasize the connection between education and future success

Daily Procedures and Communications

Arrival and Dismissal Procedures

In order to assure the safety of all children at these critical times of the school day it is essential that parents/guardians review and adhere to the following procedures.

Philip Street Entrance:

1. All students should arrive no earlier than 8:25 am. **Students should be supervised.** Students arriving prior to that time who are unsupervised shall be admitted to the building and sent to Before care. This is for the safety of the student. Parents may incur a charge from Before care for this instance. Students who are not picked up from school at regular dismissal time will also be sent to After care, if after 3:10 pm where they can be properly supervised. Again, a charge may be incurred for this instance.
2. Student Drop-off available (see below under Veil Place procedures)
3. **Only vehicles with a driveway pass may enter the main driveway from 8:15 to 8:45 AM and from 2:50 to 3:10 PM.** Please be reminded that parking is restricted to staff.
4. If you drive to school and wish to escort your child(ren) onto school grounds you must park on an adjacent street. **Please do not park or stand in residential driveways.**
5. **Please remind your child(ren) that it is critical that he/she cross at marked crosswalks.** Many children are taking short cuts across the parking lot and the central grass area. This is extremely dangerous because it is very difficult for drivers to see them when they emerge through parked cars.
6. Please remind children who use the side walkway to stay on the sidewalk when in front of the building.

Veil Place Entrance:

1. With the exception of staff vehicles that park in the rear lot and residents of Veil Place, **no vehicles are to enter Veil Place from 8:15-8:45 AM and from 2:50-3:10 PM.**
2. **Students must be dropped off and picked up as designated by the Fair Lawn Police signs on Van Duren Avenue.** Students will enter the building at the 3rd grade OR 4th grade doors closest to the drop-off until 8:35am. After that time, students will enter through the Main entrance of the building. If there are no spaces available, please wait until one clears. **Vehicles are not to park in areas designated by signs indicating “No Parking From Here to the Corner,” “No Standing,” or in the middle of the intersection of Van Duren Avenue and Veil Place. This is a DROP-OFF only.**
3. **U-Turns at the intersection of Van Duren Avenue and Veil Place are extremely dangerous and endanger the safety of children and other vehicles.**

Bicycles

Children in Grades 3 and 4 may use bicycles if they obey bicycle regulations. This includes wearing a helmet. Persistent violators of safety rules will have the privilege of riding to and from school taken away. Bicycles may not be ridden on school grounds, sidewalks, and paths. Riding double is illegal. The school cannot accept responsibility for the damage or loss of bicycles brought to school. Bicycles should be locked in the bike rack. Please request a bicycle permission form if you choose to have your child ride his or her bike to and from school. This form will be kept on file for the entire school year.

Emergency Drills

State Law mandates that each school hold emergency drills. These include a monthly fire drill as well as one of the following: lock-down (in the event of an intruder or other dangerous situation), bomb threat, shelter in place (in the event of dangerous weather), and evacuation drills. An annual off-site evacuation drill, where the students are walked to St. Leon's Armenian Church on Saddle River Rd., with the aid of the police and fire departments, also occurs. In the event of an actual evacuation, attendance would be taken at St. Leon's Armenian Church.

Student Absences/Lateness/Early Release:

Please report *ALL absences, late arrivals and early releases* to one of the following, both available 24 hours a day/7days a week:

- *Genesis Parent Portal* account (use the "attendance tab" and provide a reason and any additional information in the "notes" field).
- *Attendance Hotline* (201-794-5550; Option # 2 on the main menu). Follow the prompts and leave your full name, your child's name, his/her teacher assignment and a callback number. Please also provide a reason for the absence/tardy/early dismissal.

You may report successive dates of the same illness to either of the above. Kindly do NOT report attendance issues to your child's teacher only. As email servers can be disabled at times and teacher's can be absent, please notify the school by using the above-mentioned avenues. Please do not use the REMIND app. for reporting attendance issues.

Please inform the Main Office and Community School immediately of any change in address and complete the required change-of-address forms. This information can be found at <http://www.fairlawnschools.org/cms/One.aspx?portalId=282629&pageId=648240>. To change a phone number, email address or add/delete student contact information, please visit your **Genesis Parent Portal** "contacts" page.

Sign-Out Procedures

Students are expected to be in attendance for the entire instructional day. **Every effort should be made to schedule appointments .** When students are called out of class via the intercom system, it is quite disruptive to the learning process. The least disruptive times for the scheduling of appointments are early in the morning, so that your child does not have to be called out of class, or at lunchtime.

- If you need to sign out your child prior to dismissal, please do so **between 2:30 and 2:45 PM.** Please post the “early dismissal” to the Genesis Parent Portal, or notify the main office attendance line PRIOR to arriving at the school so the teacher and classroom are not unexpectedly disrupted. Please make the main office your primary source to report to.

Vacations During the School Year

Long absences make it difficult to provide academic continuity and educational success. We ask that you **please schedule vacations and trips when school is not in session.** If your child will be absent for an extended period of time, we must receive your intentions in writing. Please submit letters explaining extended absences to the main office prior to your departure. It is possible that your child may be disenrolled during the extended leave of greater than 10 consecutive absences.

Please contact the main office if you will be away for more than a day and will be leaving your child(ren) in the care of a relative, friend, or neighbor.

Please be advised that family vacation absences of 3 consecutive days or more will be recorded as unexcused (UNX). Students who attain 14 unexcused absences may be retained in the same grade the following year. Students who have >10 consecutive days of absence due to travel will be required to withdraw from the district and re-register their student at the Community School upon return (appointment required).

Withdrawal from District

If you are moving from Fair Lawn District and need to withdraw your child from the school, please call the main office on (201) 794-5550 to obtain the required forms and documentation. If you are traveling 10 days or more as mentioned above, please contact the main office for assistance to withdrawal from district while away.

Red Flag Days

On inclement weather days, when it is too cold, rainy or snowy for children to line up outside, a red flag is displayed at the front entrance at the kindergarten entrance on the end of the school by Philip Street. The red flag indicates that children may enter the building at 8:25 a.m. They should enter the building through the designated doors (grades K-2 - through the kindergarten doors closest to Philip Street, grades 3-4 in the back of the building in each of the respective doors) and go directly to their classroom hallway to line up outside of the door with their class. A staff member on duty will meet them at the door to be sure they go directly to their classroom. Parents should not enter the building on Red Flag days unless they have official business.

Parking

Please be reminded that on any given day, cars are NOT permitted to enter the staff parking lot as ordered by the Fair Lawn Police Department. Cars must legally park on the side street and students can be walked to enter the building. Cars should be parked only in marked spaces. Cars that are parked illegally pose a hazard to pedestrians and to other vehicular traffic. **Parking/Idling is prohibited at the driveway curb and in front of the school building.**

Pupil Records

Please contact the Main Office if you wish to review your child's student records. You will be provided with any necessary forms and procedures.

Emergency Closing/Delayed Opening

Parents/guardians will be informed of a decision to close schools or to have a delayed opening through our community notification system, *School Messenger**. This call will be made before 7:00 AM. In addition, warning sirens will be sounded at 7:00, 7:15, and 7:30 AM to announce closings and delayed openings. Additional information is available on the Fair Lawn Schools Website <http://www.fairlawnschools.org>.

*Your parent School Messenger account preferences can be updated at any time by visiting www.go.schoolmessenger.com

School Calendar and Closing Signal

Please post the calendar card in a convenient place or check the district website, which can be accessed on <http://www.fairlawnschools.org> (under Calendars). It contains important information concerning the school calendar and emergency closings. The district also has a "School Messenger" system where announcements will be made.

School Messenger/School Webpage

School Messenger has been implemented to serve as an online communication system. This online tool provides communication among parents, students, teachers and the school. School calendar items, lunch menus, information about emergency school closings, academic, guidance and other school news can be found on our school webpage (<https://milnes.fairlawnschools.org/#>). Information about each of your child's classes is also accessible. Please contact the school webmaster if you need further information or assistance.

Visitors

NO ONE SHOULD GO DIRECTLY TO A CLASSROOM OR ONTO THE PLAYGROUND AT ANY TIME DURING THE SCHOOL DAY. The Main Office is open from 8:00 a.m. to 4:00 p.m. each day.

For reasons of safety, and to avoid disruption to the instructional day, all visitors are to report directly to the main office. This includes parents who are participating in classroom activities and are expected by teachers, and those who have scheduled appointments. Please use the intercom and bell system located at the main entrance to announce your arrival. All messages, projects, lunches, clothing, instruments, and food should be labeled with your child's name and teacher and brought to the office for later pick-up or delivery to the student. **Teachers and children will not be called from their classrooms except in emergencies.** All visitors will be required to sign-in and may be asked for identification when necessary. The main office will relay all messages to classrooms as necessary.

Legal Documents

If there is a legal document or restraining order indicating to whom a child can or cannot be released to, it is the parent or guardian's responsibility to provide the main office with a copy of this document(s) so we can ensure it is followed.

School Policies

Anti-Bullying Policy

The district has adopted an "Anti-Bullying Policy" (5131.1) that is supported by Lyncrest. A safe and civil environment in school is necessary for students to learn. Bullying or any disruptive behavior will not be tolerated. For more information on the district's anti-bullying policy please visit <http://www.fairlawnschools.org>.

Attendance

The Attendance Policy for the Fair Lawn Board of Education is to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parent(s) or legal guardian(s) and students are required to maintain a high level of school attendance. Frequent absence of students from the classroom learning experience disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully.

Excused Absences The Board considers the following as cause for excused absence: 1. Disabling illness; 2. Religious observance - In accordance with statute, no student absent for religious observance of a day recognized by the Commissioner of Education or the Fair Lawn Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence; and/or 3. Bring Your Son or Daughter to Work Day.

Cell Phone Use

Students are not permitted to use cell phones while school is in session. If you wish to permit your child to carry a cell phone for safety reasons he/she may use it to contact you before or after school only. If you send your child to school with a cell phone, it may only be used after school. It should remain in their locker and turned off. Any cell phones used during the day will be brought to the principal's office and must be picked up by a parent.

Computer and Internet Use

The use of computers and internet access is a privilege, and not a right. **All students, parent/guardian, and staff members are required to sign an Acceptable Use Agreement** that acknowledges that they have read the terms and conditions of acceptable use, and that they understand their responsibilities. This is done online in the Genesis portal and can also be found on the district website.

Discipline and School Rules

District policies and procedures provide the framework for the school discipline policy. The school strives for the development of pupil self-discipline at every grade level. Pupils are permitted as much freedom as they can handle successfully. Leadership qualities and other positive and adaptive behaviors are reinforced, encouraged, and developed. All Milnes pupils are expected to observe the following rules:

1. Students will display respect for their classmates and must keep hands, feet, and other objects to themselves.
2. Pupils will follow the directions of all adults.
3. Hats are not to be worn inside the building.
4. Students may not chew gum.
5. Students must walk at all times when in the building. Running is prohibited.

Pupils who engage in misconduct are disciplined in a manner appropriate to the specific offense.

Disciplinary consequences include the following:

1. Verbal guidance and/or reprimand by the adult observing the misconduct
2. Telephone contact with parents
3. Written notification to parents
4. Referral to the principal
5. In-school suspension or out-of-school suspension as determined by the principal

Please review the school rules with your child and reinforce that they be observed at all times.

Intervention and Referral Service (I&RS)

Intervention and Referral Services are available to help meet individual student needs. Students who might benefit from additional services are referred to the Child Study Team, which is composed of the School Psychologist, the Learning Consultant, and the Social Worker. Intervention and Referral Service meetings may include the Principal, Child Study Team members, the child's classroom teacher(s), the

school nurse, the speech, resource, and reading teachers, and any other professional who provides services to the student.

Animals on School Grounds

Dogs and other family pets are not permitted on school grounds. The only exceptions to this are animals that are used in classrooms for instructional purposes. These animals must be under the control of an adult at all times and must be handled in a way that does not endanger children. Persons wishing to use animals in the classroom must receive prior approval from the principal.

Contacting Classroom Teachers

Each classroom is equipped with a telephone. Parents may call the main office number and use the prompts to leave a message for individual teachers at any time. Teachers will provide their voice mailbox number upon the beginning of school. You may also email the classroom teacher or search by name as well. Staff emails are listed on the Milnes school's website under the *Contact Us - Faculty and Staff Directory* tab.

Lunch and Playground

Food Services

Aramark Dining Service sponsors the Fair Lawn School District's elementary lunch program. Menus are available on the school's website to assist you in planning your child's meals.

Deposits may be made at any time to your child's lunch account by cash, or check payable to "Fair Lawn BOE." It is recommended that parents deposit enough money to cover 10 meals. Please clearly label an envelope containing any payments with your child's name, teacher and the words "LUNCH MONEY" so that the main office can be clear about the money's purpose. **Lunch money can also be deposited online at www.PayForIt.net**, a "cashless" payment system in which money is deposited into your child's account that may be used at any time until the balance is depleted. The computerized account system will keep a record for your child. More information can be found on the school's website.

If you need to apply for reduced priced lunch, the forms are available on our website.

Forgotten Lunch Policy

Any student who forgets a lunch from home will be offered a lunch from the Aramark Food Service, and the cost will be forwarded to the parent as billed to their student lunch account. If the student does not want the school lunch, he/she will call a parent or guardian to request a lunch be dropped off from home.

Lunch and Playground Rules

Our lunchroom also serves as our gym and our auditorium. It is imperative that we receive complete cooperation from our children during the lunch and recreation period. The following rules will be strictly enforced to ensure a pleasant and safe environment for all students.

- Students will be escorted to the Multi-purpose Room by their classroom teacher or aide.
- Students will enter, take assigned seats, and exit quietly.
- Normal conversational tones and good table manners should be used at all times. It is common courtesy and expected that each child leaves his/her place at the table neat and clean.
- All food is to be eaten in the Multi-purpose Room unless otherwise directed by the building administrator.
- Students are expected to listen and be attentive for instructions from the lunchroom supervisor and lunchroom aides.
- On the days that students go outside for recess, they are expected to bring clothing appropriate to the weather conditions. Students using the playground equipment must wear sneakers.
- Students will not be allowed to leave the Multi-purpose Room unless they receive permission from the lunchroom supervisor or lunchroom aide. This also includes using the bathroom facilities.
- Students will be dismissed by table after the lunch period is concluded and their table is checked and cleaned to the satisfaction of the lunchroom supervisor.
- Discourtesy or disrespect to the lunchroom supervisor or lunchroom aide will not be tolerated under any circumstances. Students involved in such problems will be disciplined and receive lunch detention.
- Students must remain in the designated play areas. Students are not allowed to roam around outside or enter the building at lunchtime.
- No candy or gum chewing is allowed on the playground.
- Rough games such as keep-away, tackle football etc. are not permitted due to possible injury.

While lunch is a time for students to relax and enjoy themselves, there are expectations in regard to proper manners and behavior. Please support our efforts in meeting this goal.

For safety, please do not send any glass containers to school whether in lunch bags or otherwise. Also, please be certain that your child brings plastic silverware, cups, etc. with his/her lunch.

Children will go outside during lunchtime, weather permitting. If your child cannot go outside, please make arrangements for your child to go home for lunch. We do not have enough room and aides to allow students to stay inside while their classmates are outside. If your child has a medical excuse to remain out of P.E. class, he/she will remain inside for the recess period as well. A doctor's note is required if your child is to remain inside for recess for more than 1 day at your request.

Recess

Recess is an important part of your child's school day. Unless the temperature is below 32 degrees Fahrenheit or over 90 degrees Fahrenheit, or other circumstances arise, recess will generally take place out of doors. Please dress your child appropriately for outdoor recess on cool days. For safety reasons, sneakers must be worn on gym days. Flip flops, sandals, and open back shoes should not be worn as they present a safety hazard.

School Property, School Programs and Events

Proper Care of School Property

Textbooks, workbooks, and equipment are provided by the Board of Education. Children are expected to exercise care in the handling of all materials. All textbooks should be covered. Fines may be levied when books and other materials are lost, destroyed or damaged. Unreturned library books and textbooks will result in the final report card being held in the Main Office until all fines are satisfied.

Physical Education (Please see the district website for additional information)

Sneakers: Sneakers must be secured to students' feet with laces or Velcro closures. Sneakers should have good traction. **NOT PERMITTED:** Slip on sneakers, sneakers without backs, platforms, shoes, boots, crocs, Heelys, slides, flip flops, sandals, etc.

Clothing: Students must follow the district dress code. Students should wear clothing that provides mobility during activities. Their pants must not touch the floor and sleeves must not extend beyond the wrists. Hats are not permitted during indoor activities. Appropriate attire includes elastic waist shorts, (no cut offs), t-shirts, warm up outfits, sweatpants/sweatshirts for cool weather, and athletic socks.

Jewelry: Students are not permitted to wear jewelry during physical education activities other than in the ears. Only post/stud earrings may be worn (no dangling or loop earrings) in the ears. Friendship bracelets are also not permitted.

Eyeglasses: Pupils who wear eyeglasses have several options to insure their safety. Students may wear protective devices that go over the eyeglasses (which may be obtained by the PE teacher) while engaged in physical activities. The student may opt to remove their eyeglasses or they may have shatterproof glasses.

Students who refuse to follow any rules listed above, may be asked by the physical education teacher to sit out of the activity. The grade of a student who does not participate and/or dress may be affected per the school's PE grading policy.

Medical Excuses: When a **parent** sends a note requesting a student be excused from physical education, the student may be excused for a maximum of two days per marking period. The student will also be excused from outside recess.

- A student may be excused from physical education upon receipt of a **physician's** note. The note must state the diagnosis and time period he or she is to be excused.
- A physician's note is required for all casts, immobilizers, splints, or crutches. The duration, limitations, and when the student may return to physical education must be included in the note.
- When medically excused from a physical activity, the PE teacher may assign alternative work, such as reading, writing, or research project, to enable them to earn credit for the class.

Grading Policies: A detailed grading policy will be provided to students and parents by the physical education teacher.

Inquiries: These rules and procedures have been developed to provide for your child's hygiene and safety and for the safety of the children in the class. If you have any questions or concerns about these rules, please speak to your child's Physical Education teacher first.

Physical Exams: Physical exams are required for all new students and kindergarten entrants. Your physician should complete this examination. If your child does not have a physician, a physical may be completed by Dr. Muccino, the school physician, in his Clifton office.

- Fourth grade students are recommended to have a physical exam (forms are sent home in the Spring prior to 4th grade).
- If your child is having a routine physical in any grade, please request a form so his/her school records may be kept up-to-date.

Homework

Homework reinforces and enriches school experiences. It provides practice in building skills and promotes good work habits and pupil responsibility. It also gives youngsters who are absent from school an opportunity to make up work that is missed. If your child is absent, and you wish to pick up work for him/her, please notify the office by noon so that the work can be prepared. This work may be picked up in the office at 3:15 P.M.

Instrumental Music

In 4th grade, students have the opportunity to select one band or orchestra instrument as an additional elective. Enrollment is encouraged for all, but not at the expense of academic success. Lessons are held in small group settings, once a week as a rotating pull out lesson. Students should not miss the same class more than once each month. If a child forgets his/her instrument, he/she should check with the office before their lesson to see if it has been dropped off. (The office does not call the classroom and interrupt instruction).

If you are dropping off your child's instrument, please make sure it is labeled with their FULL name and TEACHER when bringing it to the main office. The office will call the classroom to let the teacher know it has been dropped off and students will be responsible for coming to pick it up at the time of their lesson.

REACH

The goal of the REACH Program is to enrich the educational experiences of all children while meeting the needs of the students exhibiting academically talented behaviors.

[REACH Grade Level Overview](#)

Specials

Specials include Art (34 minutes weekly), Music (34 minutes weekly), World Language - Spanish (34 minutes weekly), Technology (34 minutes weekly) & Physical Education (two 34 minute periods weekly). Times for each class' specials are posted on each Teacher's homepage on School Messenger.

Grades and Testing

Report Cards and Grades

Report cards will be distributed in accordance with the schedule below. If your child is absent on the day that report cards are distributed, you may pick up his/her report card in the office after school is dismissed. Report cards will not be sent home prior to the distribution date.

Parent/Teacher Conferences

Please notify your child's teacher if you wish to schedule a conference.

SCHEDULE OF REPORT CARDS – GRADES K-4 AND PARENT-TEACHER CONFERENCES

Marking Period	1st Marking Period	2nd Marking Period	3rd Marking Period
Report Card Distribution	12/21/20	03/30/21	06/23/21
Conferences	11/9/20 & 11/11/20	03/03/21	by parent request

Requests for Teachers

Parent comments, concerns, and insights regarding the **educational needs** of their children are valued and appreciated. They provide the school with information that assists the faculty in developing class placements that best meet the youngster's academic, social, emotional, and physical needs. Parents are asked not to request a specific teacher for their child since such requests are often based on limited impressions and second-hand information.

Standardized Tests

Parents are notified when tests are to be given. These test results are sent home as soon as possible. Parents may arrange to have a conference to discuss these tests at any time. Both state tests (NJSLA3, 4) and district testing (CTP4-grades 4) occur during the academic year. In addition, teachers assess learning through portfolios, reading assessments, and content-based testing.

Parent Teacher Association (PTA)

Milnes has a very active and supportive PTA. Parents are encouraged to join the PTA and to attend the scheduled meetings. The Milnes PTA provides our school with a variety of enrichment programs, from school assemblies to after-school enrichment programs. They provide funding for class trips, organize & create the Milnes School directory, purchase student folders and planners, organize fundraising, student activities and more. You may also sign up for the weekly reminders that will notify you of upcoming events and important dates - this service is free of charge. Please visit the Milnes PTA website for additional information at <http://hbmilnes.my-pta.org/>.

PTA Executive Board

Anamari Servis - President aservis.pta@gmail.com	Jackie Traiger- Treasurer jtraigerpta@yahoo.com
Carolyn Gilson - Vice President cms78@aol.com	Ande Stanowiec - Recording Sec. andes.pta@gmail.com
Linnae Hodzic - Vice President lrhodzic@gmail.com	Mila Koroleva - Corresponding Sec. mkoroleva.pta@gmail.com
Hellen Pollack - Vice President pollackhelen@gmail.com	

Student Special Programs and Events

Student cultural enrichment programs (also supported by the Milnes PTA), vary from year to year. These may include special science presentations, musical groups, plays, and other group presentations. In addition, our students take part in our yearly musical programs and a Band/String Concert.

Lost and Found

The Lost and Found is located in the Grade 4 corridor. Parents are asked to place name tags inside student clothing so that lost items may be identified more easily.

Student Clothing

Please mark all articles of clothing, school bags, snack bags etc., clearly with your child's name and grade. Articles so marked, when brought to the Main Office, can be returned/delivered to your child.

Information From the Health Office

The health and safety of all students is paramount at Milnes School. It is important that you read and observe the following health information. This will help ensure the health and safety of not only your child but all children and staff in the school.

Medical Concerns

Parents are encouraged to contact the School Nurse, Mrs. Susan Niemiec, in the Health Office regarding any medical concerns they may have with respect to their child's health. Please remember to keep us advised of any changes in your emergency contact numbers or if your home, work, or cell phone number has changed. These phone numbers are important so that we may reach you without delay should your child become ill or injured. You can update these easily using your Genesis Parent Portal account (under "Contacts").

School Insurance

The Fair Lawn School District provides accident insurance coverage for students injured during school hours. You must submit the claim to your private health insurance carrier first and then the remaining bills to the district's insurance carrier. In addition, twenty-four hour coverage for injury or dental accident insurance may be purchased through the district.

General

Please report to the school nurse any surgery, contagious disease or accident which may occur over the summer or holidays so that your child's health record may be updated.

Illness

Please keep your child home if he or she shows any of the following symptoms:

- Flushed face or other signs of fever, such as complaints of a headache. Children running a fever are not to come to school.
- Any temperature over 100 degrees Fahrenheit is considered a fever
- Constant runny nose, persistent cough, or sneezing
- Sore throat, earache, or swollen glands
- Vomiting, nausea, or diarrhea (must be FREE from these symptoms for 24 hours before returning to school)
- Conjunctivitis or rash – must have a physician's note stating they are not contagious in order to return to school, unless the condition no longer is evident.
- Children who have had strep throat culture must remain at home until after the results are known. If results are positive your child must be on medication for a full 24 hours, and must be fever free before returning to school.

Updating Emergency Contact Information

Please fill out pertinent information on the Genesis Portal prior to day 1 of each school year. Should your child become ill or injure him/herself during the school day, it is important that we be able to reach

a parent or guardian. Also, please include the name and phone number of someone local who can pick up and care for your child in the event we are unable to reach you.

Screenings

In accordance with state guidelines, the School Nurse conducts annual auditory screenings for all children in grades K-4. Students in grades K, 2, and 4 will have their vision checked. Height, weight, and blood pressure are done annually on all students. Parents will be contacted with a referral regarding any health needs that warrant further medical evaluation. Requests by a parent or teacher for a child to be screened can be done through the year.

Immunizations

Immunizations must comply with New Jersey requirements. Documentation of immunizations from the previous school or physician's office is accepted. Medical exemption – requires written explanation from the physician.

Medications in School

The following requirements are needed for a child to receive prescribed or over-the-counter medications at school:

1. A physician's written order with the name, dosage and purpose of the medication.
2. Written permission from the parent/guardian to administer the medication
3. The medication in the original container with the student's name on it. Students are not allowed to take medication unsupervised. The only exception is a student who has a doctor's order for self-medicating (i.e. an inhaler).

Food Allergies

Food allergies affect up to 6 percent of young children in the U.S. Many of our students have allergies to different food products. Common foods that can cause allergies include: peanuts, tree nuts, fish, shellfish, eggs (especially egg whites), milk, soy, and wheat. Some students are so sensitive or allergic that even minute traces of these allergens can put them in a life-threatening situation. You can help in these ways:

1. When sending in food to your child's class, please check with the teacher first.
2. **Remind your child that sharing of food is not allowed at any time, including lunch/snack time.**
3. **Students with nut allergies will sit at an identified "nut free" table during lunchtime. They will choose a buddy to sit with them. This is for the safety of any child with a nut allergy and ensures that cross-contamination does not occur. Please contact the nurse with any questions or concerns regarding your child's health.**